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Applicability:	Central Office, Regional Centers, DSN Boards and Contracted Service Providers

PURPOSE

This document establishes the minimum requirements for certification and recertification in first aid and cardiopulmonary resuscitation as well as minimum requirements for assuring safety when staff are not certified. These requirements are applicable, at a minimum to direct support staff and those who supervise direct support staff, Public Safety Officers and Administrative Officers of the Day (A.O.D.'s).

DEFINITIONS

Direct support staff are those employees or contract workers whose job descriptions indicate the duty of providing direct services/supports to people who receive SCDDSN sponsored services.

Certification in first aid includes skills such as splinting, controlling bleeding and caring for a variety of sudden illnesses.

Certification in CPR includes competency in conscious and unconscious choking, and CPR for adults and /or infants and children.

Certification requirements are as defined by nationally recognized organizations such as American Red Cross and American Heart Association.

REQUIREMENTS

First Aid

SCDDSN Policy 567-03-DD requires the completion of the CORE Curriculum, of which first aid is a part, within sixty (60) days of employment and recommends that certification be obtained prior to providing direct services and supports. Regardless of the point in time at which newly hired staff are certified, when clients are present and in the care of the staff, at least one staff person who is certified in first aid must be present. By present, staff who are certified must, at a minimum, be within a two minute response time of any who are not certified. Certified staff must be clearly identified and known to non-certified staff so, if needed, assistance can be obtained immediately.

Once attained, re-certification must be completed without lapse according to the guidelines determined by the organization whose program is being utilized. If not re-certified prior to expiration of the previous certification period, evidence must be available to show that certified staff were present as services / supports were provided by the non-certified staff person.

Cardiopulmonary Resuscitation (CPR)

SCDDSN Policy 567-03-DD requires the completion of the CORE Curriculum, of which CPR is a part, within sixty (60) days of employment and recommends that certification be obtained prior to providing direct services and supports. Regardless of the point in time at which newly hired staff is certified, when clients are present and in the care of staff, at least one staff that is certified in CPR must be present. By present, staff who are certified must, at a minimum, be within a two minute response time of any who are not certified. Certified staff must be clearly identified and known to non-certified staff so, if needed, assistance can be obtained immediately.

Once CPR certification is attained, re-certification must be completed without lapse according to the guidelines established by the organization whose program is being utilized. If not re-certified prior to expiration of the previous certification period, evidence must be available to show that certified staff were present as services were provided by the non-certified staff person.

Staff who provides services to infants and/or children must be certified in Infant / Child CPR (Adult CPR alone is not sufficient). If not certified in Infant / Child CPR, when an infant or child is present and in the care of staff, at least one staff certified in infant / child CPR must be present, identified, and known to the non-certified staff person so, if needed, assistance can be obtained immediately.

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